

CEA



CAREER EXECUTIVE ASSIGNMENT

An Equal Employment Opportunity Employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

DEPARTMENT: Department of Corrections and Rehabilitation

POSITION: Chief Deputy, Program Operations
Board of Parole Hearings
CEA Level 3

FINAL FILING DATE: September 19, 2011

SALARY RANGE: \$8,594 – 10,379*

DUTIES/RESPONSIBILITIES:

Under the administrative direction of the Executive Officer, Board of Parole Hearings (BPH), the Chief Deputy, Program Operations is responsible for the management, administration, and ongoing operations of the statewide investigative, offender screening, scheduling, and administrative programs for BPH. The Chief Deputy, Program Operations plans, organizes, and directs all program activities and policy for all Investigations, Offender Screening, and Scheduling Division programs and coordinates all program activities through subordinate managers. The Chief has full responsibility and extensive involvement in program and policy formulation, implementation and management to ensure that all aspects of the Program Operations are in complete compliance with state and federal mandates.

Duties include, but are not limited to:

- Responsible for statewide policy and program development for the Scheduling Division which includes the Decision Processing, Scheduling and Quality Control, including formulation of policies, procedures, guidelines, and management systems for the efficient and effective statewide operations related to the entire lifer hearing and revocation hearing process. This

includes operations at institutions, county jails, state hospitals, parole unit offices, and all locations where the BPH conducts hearing related operations.

- Responsible for the direct management and oversight of the timely completion of investigation reports for the Governor for Death Penalty, Clemency, Intimate Partner Battering, Innocence, and Pardon cases. Directs BPH's flow of investigations of Pre-Parole, Confidential Informant, Medical Release, Workplace violence, Out-of-State, and other miscellaneous investigations. Represents the Governor's Legal Affairs Office and the BPH in contacts with the Supreme Court, Attorney General, Legislative members, Superior Court Judges, and other federal, state, and local law enforcement departments with regard to investigative matters.
- Responsible for the direct management and oversight of the Offender Screening Section. Provides guidance to the Sexually Violent Predator and Mentally Disordered Offender programs, and the Lifer Risk Evaluations units.
- Responsible for the direct management and oversight on the development, implementation, and evaluation of BPH policy in all other program areas and legislation, and assists the Executive Officer in special projects, and determines the need for new legislation and amendments to existing statutes, which affect the powers and duties of BPH. Acts on behalf of the Executive Officer during absences.
- Responsible for the management and oversight of the administrative functions for the BPH, including fiscal and personnel management, contracts, procurement, facility services, training, leased vehicles, and information technology and telecommunication functions.

MINIMUM QUALIFICATIONS:

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

KNOWLEDGE AND ABILITIES:

Applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

1. Knowledge of the organization and functions of California State government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends in public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management; the Department's Equal Employment Opportunity Program objectives; a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion; and for maintaining a work environment that is free of discrimination and harassment.
2. Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively promote equal employment opportunity in employment and maintain a work environment that is free of discrimination and harassment.

Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

These abilities and knowledge are expected to be obtained from the following kinds of experience: from paid or volunteer assignments; in State service; in other government settings; or in a private organization.

DESIRABLE QUALIFICATIONS:

1. Experience in the formulation and implementation of policies and procedures related to the parole or administrative hearing processes including, but not limited to, revocation hearing processes, which includes operations at institutions, county jails, state hospitals and parole unit offices.
2. Administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies in areas including, but not limited to, parole hearing and investigative management processes.
3. Demonstrated abilities in communicating effectively, both orally and in writing and in representing the Department with Legislators, local government jurisdictions, law enforcement agencies, and state and federal agencies to develop policies, procedures, guidelines, and management systems to ensure the safety and security of highly sensitive data.
4. Ability to analyze complex problems and recommend effective courses of action; make independent, sound, ethical decisions regarding highly sensitive matters; and maintain confidentiality using collaborative, evidence-based processes.
5. Ability to recommend and perform high administrative and major policy-influencing functions effectively, including knowledge of State or BPH regulation application processes, and developing positive, cooperative relationships with a wide variety of customers and stakeholders.
6. Experience in personnel management and leadership which demonstrates the ability to plan, organize, and direct multidisciplinary staff; knowledge of appropriate techniques in the areas of establishing partnerships, customer service, training, motivating staff, recognition, and

progressive discipline; and a manager's role in contributing to and achieving an equal employment opportunity workplace.

Supervisory/administrative experience in a managerial capacity at least equivalent to a Staff Services Manager III, Correctional Administrator, Department of Corrections, Deputy Regional Administrator, Youth Authority Administrator, or Juvenile Parole Administrator, including the implementation and/or evaluation of program policies. Experience which shall have demonstrated the ability to communicate with legislators, local governmental jurisdictions, and community and civic leaders. Experience in the development and implementation of policies and procedures.

EXAMINATION INFORMATION:

This examination will consist of a review by an executive screening committee of the candidates' Statement of Qualifications that describes their experience, knowledge, and abilities as they relate to the desirable qualifications identified in the bulletin, using predetermined evaluation criteria. In order to be successful in this examination, a minimum rating of 70 percent must be attained. Each candidate will be notified in writing of the examination results.

Interested applicants who meet the minimum qualifications **must submit:**

- A Standard State Application (Form 678) and resume that clearly addresses your experience with job titles, names and addresses of employers, periods of employment, and education relevant to the Minimum Qualifications listed above.
- A **Statement of Qualifications** that describes your experience, knowledge, and abilities as they relate to the desirable qualifications identified in this bulletin. The desirable qualifications **MUST** be addressed and numbered in the same order as is listed. You must provide specific examples. The Statement of Qualifications will also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. **THE STATEMENT OF QUALIFICATIONS CANNOT EXCEED FOUR PAGES IN LENGTH OR BE LESS THAN SIZE 12 FONT. FAILURE TO FOLLOW THIS FORMAT WILL RESULT IN ELIMINATION FROM THE EXAMINATION. APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION. RESUMES DO NOT TAKE THE PLACE OF THE STATEMENT OF QUALIFICATIONS.**

Information regarding the completion of a "Statement of Qualifications" may be obtained via the CDCR internet website at:

www.cdcr.ca.gov/Career_Opportunities/HR/OPS/Exams/Exams_Executive/index.html

USE AND APPLICATION OF EXAMINATION PROCESS:

The results of this examination will be used solely to fill the Chief Deputy, Program Operations, Board of Parole Hearings, CEA Level 3 vacancy. For further information regarding this position, please contact Toni Dodds at (916) 322-9223 or toni.dodds@cdcr.ca.gov.

FILING INSTRUCTIONS:

A Standard State Application (Form 678), resume, and Statement of Qualifications must be submitted and postmarked by September 19, 2011 to Toni Dodds, Office of Executive Appointments, P.O. Box 942883, Sacramento, California 94283-0001 or in person at 1515 S Street, Room 522-N, Sacramento, California. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address listed above for the Office of Executive Appointments.

Effective January 1, 2009, Government Code Section 18991 was enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty to apply for Career Executive Assignment (CEA) examinations, for which he/she meets the minimum qualifications. Person's applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of his/her DD214 with their Standard State Application (Form 678).

GENERAL INFORMATION:

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not ensure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this examination and all candidates who pass will be ranked according to their scores.

The California Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

****The monthly salary may include a pay differential. The amount of the differential is not subject to PERS retirement provisions during the first 12-consecutive pay periods of employment. The pay differential does become subject to PERS retirement provisions beginning the 13th month of consecutive employment.***

DEPARTMENT OF CORRECTIONS AND REHABILITATION

Vision: A safer California through correctional excellence.

Mission: We protect the public by safely and securely supervising adult and juvenile offenders, providing effective rehabilitation and treatment, and integrating offenders successfully into the community.